

**Institute of Para Veterinary Sciences,  
Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar  
(Haryana)**

**Subject: Norms, Procedure and Guidelines for affiliation of institutions offering /desirous of starting Veterinary and Livestock Development (VLD) Diploma course in the State of Haryana, with effect from academic session 2015-16.**

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- 1) Institutions offering VLD diploma (VLDD) course, in the state of Haryana, shall follow the procedures and guidelines laid down by the Institute of Para Veterinary Sciences (IPVS), Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar (Haryana) in order to maintain uniformity and to ensure high quality of training.
- 2) An institution desirous of starting the diploma course shall have to first obtain “No Objection Certificate” (NOC) from the Government of Haryana, Animal Husbandry & Dairying Department. ***The NOC is only an in principle permission of the state government to approach LUVAS for affiliation and does not confer any legal right on any institution to be affiliated to the University unless it is found to be fulfilling all the eligibility conditions prescribed for such affiliation.***
- 3) After obtaining the NOC, the institution shall have to apply (Application form as in annexure 3) to the Director, IPVS, LUVAS within 120 days of obtaining the NOC for pre-affiliation inspection of the institution which is intended to evaluate infrastructural, technical, clinical, academic and financial capability of the institution seeking affiliation in keeping with the requirements

prescribed. The applicant institution shall not start any academic activity including advertisement for admission under any circumstances before getting the affiliation from LUVAS. The institution shall be required to deposit along with the application, <sup>Page | 2</sup> initial affiliation fee of Rs.2,50,000/- (Rupees two lakh fifty thousand only) and an inspection fee of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favor of Director IPVS, payable at Hisar. The University will exercise control over the institution/college as per Norms, Procedure and Guidelines for affiliation of a private institute/ College for starting VLD diploma course in the State of Haryana.

- 4) The pre-affiliation inspection has to be necessarily carried out before 31st March provided the application alongwith required fee has been deposited latest by 28th February of the current year. 2nd Inspection may, if required, be done before the start of academic session. The affiliation will be subject to recommendations by the Inspection Committee to be constituted by Director, IPVS, LUVAS in consultation with the Dean, COVS with the approval of Vice-Chancellor, LUVAS. The Inspection Committee should have at least four members from faculty of different departments of COVS of the rank not below Professor/ equivalent. Each member will be from separate department. The senior most member of the Inspection Committee will act as Chairman and the junior most will act as Member-Secretary. One Inspection Committee will inspect at the most three private VLDD institutions/colleges in a calendar year. The Committee shall

submit its report to Director, IPVS. The Director IPVS shall submit the report to the Board of Studies of the concerned constituent college for deliberation. The Board of Studies will submit the report to the affiliation committee along with its recommendations and the affiliation committee shall examine and place it before the Academic Council for decision. Renewal of affiliation in subsequent years will be subject to the recommendations by the Inspection committee as prescribed in rule 4 which shall visit the institution before 30<sup>th</sup> April of that year.

- 5) The Inspection Committee will inspect premises/facilities and all the documents pertaining to the financial strength, infrastructural facilities, clinical, academic and technical capabilities of the institution. The institution shall beside demonstration of adequate financial strength, furnish a bank guarantee of Rs. 50,00,000/- (Rupees fifty lakhs only) in favor of Director, IPVS, within two months of start of academic session. In case the affiliated institution fails to complete the course after having started the same, the money in the form of bank guarantee shall be forfeited by the Director, IPVS. The bank guarantee of Rs. Fifty lakhs deposited by the affiliated Institutes will be retained by the Director, IPVS, LUVAS for a period of five years after the first batch of VLD diploma students admitted through LUVAS has passed out and thereafter. Bank guarantee of Rs 50,00,000/- (Rupees fifty lakhs only) will be reduced to Rs 10,00,000/- (Rupees ten lakhs only) for colleges which come under Schedule-I of VCI Act 1984; whereas, it will be reduced to Rs 20,00,000/-

(Rupees twenty lakhs only) for colleges which do not come under Schedule-I of VCI Act 1984. The bank guarantee will be got renewed every year before the start of Academic Session.

However, the inspection shall be as under:

- i) For colleges, which come under Schedule-I of VCI Act 1984, inspection shall lay off, unless warranted.
  - ii) For colleges, which do not come under Schedule-I of VCI Act 1984, subsequently to the period of five years after the first batch of VLD diploma students admitted through LUVAS has passed out, inspection will be after every two years, chargeable as per existing rules.
- 6) The renewal of affiliation in subsequent years will be subject to the recommendations by the Inspection Committee as *prescribed in rule 4*, which shall visit the institution before 30<sup>th</sup> April of that year. The institution shall have to deposit an inspection fee of Rs. 50,000/- (Rupees fifty thousand only) by 28<sup>th</sup> February every year. *The institution shall not issue any advertisement for admission pertaining to concerned academic year before the renewal of registration.*
- 7) Academic standards with respect to quality of teaching and the minimum essential infrastructure such as laboratories, lecture halls, sports ground, computer lab, multimedia lab, teaching animal farm and clinic etc. shall be governed by the Director, IPVS, LUVAS as per requirements given in Annexure-1.
- 8) Intake capacity for VLD diploma course shall be a maximum of 60 students per year or as approved by the LUVAS.

- 9) Admission to VLD diploma course in the affiliated institutions will be on the basis of an Entrance Test conducted by the Director, IPVS, LUVAS, Hisar. Students desirous of seeking admission under state as well as management quota in an affiliated institution shall have to apply to the Director, IPVS, LUVAS for admission as per procedure given in the Diploma Prospectus of that particular academic year.
- 10) No student who has not appeared the Entrance Test shall be admitted to the diploma course under any category *including management quota seats*.
- 11) Process of Registration and Counselling for admission to VLD Diploma in the affiliated institutions will be online & fees is to be deposited in the account of Director, IPVS, LUVAS Hisar as per prospectus displayed on LUVAS website.
- 12) Fee for students admitted to affiliated institutions shall be fixed as per procedure laid down or notified by the state of Haryana.
- 13) Admission process for the diploma course must be completed before 30th September of each academic year and no admission will take place after this date. The academic calendar as prescribed by the Director, IPVS, LUVAS, Hisar and instructions/clarifications on it issued by the University shall be followed by the affiliated institutions.
- 14) Entire process of conduct of final/end term examinations, evaluation and related issued for the diploma course shall be under the control and supervision of the Director IPVS, LUVAS,

Hisar. “Annual theory examination of all the VLDD “courses (LUVAS campus and affiliated Institutes/Colleges) will be conducted by Controller of Examination, LUVAS at the Centre(s) fixed by LUVAS, Hisar. Annual practical examination of all the VLDD courses will be conducted by the respective Institutes/Colleges at their own campus, however, surprise checks for monitoring the proper conduct of practical examinations will be done by the Director of Institute of Para Veterinary Sciences. The date sheet of examination for both theory and practical will be prepared by the COE/Directorate which will be uniformly followed by the Institutes/Colleges. Compiled results will be submitted to the Director, IPVS within a week after the end of practical examination by the in charge, VLDD Section of LUVAS/ Principal/ Dean of Affiliated Institutes/ Colleges.

- 15) Diploma certificates shall be issued on successful completion of the course as given below:
- i) The Director, IPVS, LUVAS, Hisar shall issue diploma certificates to the students of the affiliated institutes/colleges which don't come under Schedule-I as per VCI Act 1984 and only offer VLD diploma.
  - ii) The Dean, COVS, LUVAS and the Dean(s)/ Principal(s) of institute(s)/college(s) affiliated to LUVAS which come under Schedule-I as per VCI Act 1984, shall issue diploma certificates to their students.
- 16) Norms Procedure and Guidelines as framed by the Board of Studies, College of Veterinary Sciences, LUVAS, Hisar and

approved by Academic Council, LUVAS, Hisar shall also be applicable to the students of the affiliated institutions/college.

17) Minimum faculty strength for a diploma course for a batch of sixty students shall be one Principal, four faculty members (Veterinary Surgeons) and one English teacher having qualifications as mentioned below: Page | 7

i) The Principal must be appointed on a full time basis and possess a Masters' degree (M.V.Sc) in any discipline of Veterinary Sciences with a minimum of 10 years' experience in teaching, research, extension or field service. The upper age limit shall be 70 years.

ii) Veterinary Surgeons shall be appointed on a full time basis and the upper age limit shall be 70 years. He/ she should possess a minimum of B.V.Sc.&A.H. degree.

iii) The English teacher may be appointed on a full time or contractual basis and the upper age limit shall be 70 years. He/ she should possess at least a second class postgraduate degree in English.

iv) The faculty/staff shall be recruited before inspection of the institute/ college by LUVAS, after proper advertisement at least in one national daily Newspaper, through the Selection Committee, which shall include nominee of Director IPVS as member (not below the rank of Professor).

v) The society/ trust of the affiliated institution/ college shall be required to provide the record of Principal, faculty members, English teacher and staff viz., academic qualifications, relevant experience, copy of appointment orders, declaration from the faculty engaged by the applicant body as per prescribed format (Annexure 2) and other details for record in the office of Director of IPVS, minimum 30 days before the first counselling as per the counselling schedule notified by Director, IPVS LUVAS. If Principal, any faculty member, English teacher or staff resigns or joins, the information must be furnished within 15 days to the Director, IPVS, LUVAS Hisar.

- 18) The affiliated college/institution shall have its in-house well equipped functional clinics with adequate manpower. If the in-house clinic does not fulfil the requirement, then the affiliated institution/college will have to make arrangements for attachment of its students to suitable Government Veterinary Hospital(s) and get the same approved by the University provided the number of outdoor cases in such hospital(s) are having an average of not less than 10 outdoor clinical cases per day for a period of one year.
- 19) It shall be the sole responsibility of the applicant society to satisfy the requirements and follow all directives of LUVAS, Government of Haryana or any such authority. The University shall only be acting as a facilitator, without any legal, financial or consequential liabilities arising out of the matters connected with affiliation.



- 20) If at any time during the continuation of affiliation, the Government of Haryana, LUVAS or any other authority raises any objections or makes any observation in view of the requirements or any other law, it shall be mandatory on the part of the institute/college to take immediate remedial measures and file compliance. page | 9
- 21) Any punitive/ suggestive/ advisory action by the University/ Govt. of Haryana shall be binding on the institution/college. University affiliation or any other action shall not override the issues raised by the University/ Govt. of Haryana etc.
- 22) The University may appoint such number of visitors/ inspectors, as it may deem necessary to inspect any aspect of the affiliated institution/college without any prior notice. The visitors/ inspectors shall have the powers for photography/ videography / seeking required documents like pay slips of staff, appointment letters, advertisements for recruitment of faculty and other staff, leave records of faculty and staff, bills of various purchases & attendance records etc., but may not interfere with the conduct of any training or examination. Inspection report shall be submitted to the Vice-Chancellor through the Director, IPVS, LUVAS Hisar.
- 23) The University shall be empowered to institute an enquiry into the affairs related to academics/ admissions/ examinations/ affiliation/ appointments and any other matter, of the affiliated

institution/college for which it shall be mandatory for the affiliated institution/college to provide the required information and extend cooperation.

- 24) Atrocity on women, SC/ST or minority and grievances of faculty/ staff/student:

Affiliated institutions/colleges shall have a cell to address the atrocities, if any, on women, persons belonging to SC/ST or minorities category as per the guidelines of Hon'ble Supreme Court/ Govt. of Haryana. The affiliated institutions/colleges will also have a committee to resolve the grievances of faculty/ staff/ student. Report of any such action by the college/institute shall be submitted to the Director, IPVS, LUVAS, Hisar for information and necessary action.

- 25) Powers to withdraw affiliation:

The affiliation granted to a private institution/ college can be withdrawn temporarily or permanently at any time by the University as and when violation of any provisions of the rules, guidelines, instructions or notifications issued by the University/Government of Haryana or any other appropriate authority comes to the notice of LUVAS, Hisar. The University may take any of the following action:

- i) Warning to the institutions/colleges to implement expeditiously the directions/ instructions/ guidelines of the University / Government of Haryana.

- ii) Financial fine up to a maximum amount of Rs. one lakh.
- iii) Temporary withdrawal of affiliation.
- iv) Withdrawal of affiliation (permanent).

Note:

(i) A committee consisting of the following will decide regarding the actions to be taken:

- (a) Director, IPVS, LUVAS - Chairman
- (b) Comptroller, LUVAS - Member
- (c) One among HODs to be nominated by Dean COVS, LUVAS - Member
- (d) Representative of the Vice-Chancellor- Member

(ii) Before taking any action under the above sub sections, a reasonable opportunity of being heard shall be provided to such institution/college by the above Committee. The recommendations of the Committee will be submitted to the Vice-Chancellor for necessary action.

26) Restoration of Affiliation of a Veterinary institution /colleges whose affiliation has been withdrawn temporarily:

An institution/college whose affiliation has been withdrawn temporarily shall not be permitted to admit students for any of the academic years until such time that its affiliation is restored by the university.

An application, along with the required fee as prescribed in Rule 3, may be made for restoration of temporarily withdrawn affiliation to the Director IPVS of the university by furnishing a commitment as may be necessary for the removal of deficiencies/ objections<sup>page | 12</sup> which have formed the basis of withdrawal of affiliation and the affidavit mentioned shall be signed by the Chairman or member of the governing body of the institutions/colleges duly authorized in this regard. In case of temporary withdrawal of affiliation, bank guarantee submitted by the institute will stand in the name of institute.

27) Liability of University in case of permanent withdrawal of affiliation:

Candidates shall be taking admission in private institutions/colleges at their own risk without any liability, financial or otherwise, on the part of the affiliating University or the State Government. The private institutions/colleges will ensure that the candidates and their parents are informed well in advance. In case of permanent withdrawal of affiliation, the students studying in an affiliated institution /college will be shifted as per the decision of the University to other affiliated institutions/colleges. The bank guarantee of the institution/college pledged with LUVAS will stand forfeited. However, the shifted students shall be liable to pay the fee and

other charges of the institutions/colleges to which they have been shifted.

In case of permanent withdrawal of affiliation, the institutions/colleges shall have to apply afresh as prescribed in rule 2.

28) No suit, prosecution or other legal proceedings shall lie against the University or State Govt. or any officer or employee or any other person authorized by the State Govt./the University for anything which is done or intended to be done in good faith under these guidelines or the notifications issued their under by the University from time to time.

29) RTI Act-2005

The applicant body/ institute/ college shall be bound to implement the provisions of RTI Act -2005 and operate in a transparent way with respect to all affairs of the college. Name and address of the State Public Information Officer and Appellate Authority to fulfil obligations under the Right to Information Act, 2005, wherever applicable is to be furnished to Director, IPVS LUVAS within 120 days of start of first Academic Session.

30. Jurisdiction: Jurisdiction for all the disputes will be at Hisar.

Note: The institutes already affiliated with COVS Hisar shall stand transferred to IPVS and they would be required to obtain renewal of affiliation from IPVS w.e.f. academic session 2015-16.

## **Annexure-1**

Requirement of land / building Infrastructure consisting of Administrative block, Academic building, Hostels, Veterinary Hospital, Livestock farm etc., shall be as per guidelines given below:

### INFRASTRUCTURE:

The standards of infrastructure for the affiliating institutions running VLD diploma course are:

1. Minimum ten acres of land on long term lease or ownership in the name of institution.
2. Constructed buildings:
  - A. Administrative Block:
    - a. 300 square feet carpet area for academic head of the institution.
    - b. 250 square feet carpet area for the office of the supporting staff.
    - c. 500 square feet carpet area as a reception place.
    - d. 200 square feet carpet area for the store.
    - e. Separate toilets for staff, students and girls/ladies.
  - B. Academic Block including labs. and library:
    - a. 150 square feet carpet area for each faculty member.
    - b. 3000 square feet carpet area for the library.
    - c. 1200-1500 square feet carpet area each for two lecture halls preferably fitted with audio visual aids.
    - d. 1200-1500 square feet carpet area each for two laboratories.
    - e. 3000 square feet carpet area for multipurpose hall.
  - C. Veterinary Hospital:

A functional in-house veterinary clinics constructed on a plot of one acre/attached Govt. veterinary hospital of the level of polyclinic/district level Govt. Veterinary Hospital having the required facilities for diagnosis and treatment of medicinal, surgical and gynaecological & obstetrical ailments in animals (Annexure 1-A). The In-charge Veterinary Clinics shall submit the certificate certifying that the students have attended the clinics along with their attendance and the work report

including average count of outdoor clinical cases for a working day, which may be verified by the University periodically.

D. Animal farm:

a. Four acres for animal farm including fodder and pasture facilities. The minimum number for different livestock is as follows: Page | 15

- i. Cattle = 15-20,
- ii. Buffalo = 15-20
- iii. Sheep & Goat = 5-10
- iv. Pig = 2-3
- v. Poultry = 100-150

b. Priorities: To train the students with respect to management, nutrition and breeding activities.

c. Personnel: Farm manager/Farm supervisor, VLDA, Animal attendants (minimum four), sweepers (minimum two) and chowkidar.

d. Equipment: As per annexure 1-B

e. Shed/water: As per standard requirements for the specified number of animals, there should be proper sheds and water arrangement.

f. Circulation area: Sufficient area should be provided.

E. Standard of the laboratory attached to the Academic block:

a. Personnel: Lab technician, Lab. attendants (minimum two).

b. Carpet area: 1200-1500 square feet carpet area each for two laboratories.

c. Equipment: As per annexure 1-C

d. Biochemical reagents & Chemicals: As per annexure 1-D

F. Hostel facilities:

a. Hostel must have good facilities.

b. Accommodation for warden and deputy warden along with hostel.

c. Student's mess and common room etc.

d. Annual inspection report, from Fire Station of Haryana Fire and Emergency Service, for academic and hostel blocks be appended.

G. Play grounds & Recreational facilities:

Two acres area for play grounds and required facilities for sports.

Ratio of carpeted area and open and circulation area in the campus should be at least 1:1.



## **Annexure 1-A**

### **Equipments and related material for Veterinary Hospital:**

The attached teaching veterinary hospital should have all the essential facilities required for diagnosis and treatment of medicinal, surgical, gynecological & obstetrical ailments in different animal species. The minimum equipments and other materials are suggested below:

<b>Name</b>	<b>Quantity</b>
• Cattle crush	2
• AI crate	1
• Operation table	1
• Shadow less lamp	1
• Surgical instruments: Complete Surgical set with various kinds of surgical instruments	4 sets
• Teat & udder instruments	2 sets
• Cauterisation set	1
• Autoclave	1
• Hot air oven	1
• Sterilizer unit	2
• Teeth rasp & teeth cutter	1 each
• Intravenous drip stands	2
• Gray's mouth gag	2
• Obstetrical set	2
• Whelping set	1
• Vaginal speculum	1
• A.I. guns	1 set each
• Stomach tubes	2
• Castrator	1
• Refrigerator (double door)	1
• Monocular microscope	2
• Binocular microscope	1

• Swab holder	1	
• Liquid nitrogen Cylinder (LN <sub>2</sub> containers) small and large	1 each	
• Drenching bottles	2	
• Irrigators	2	
• Thermometers (simple and digital)	10 each	
• Stethoscope	15	
• Syringes of various volumes 1 ml to 50 ml	30 each	
• Tuberculin syringes	30	
• Needles <sup>26,24,23, 22, 20, 18, 16, 15, 13 gauges; 4", 6"</sup> hypodermic needle	30 each	
• Catheters	as per need	
• Insemination catheter	2	
• Ointment slabs	2	
• Spatula (plastic and steel)	2 each	
• Mortar and pestle (porcelain and glass)	5 each	
• Artificial Vagina	8	
• Disposable and rubber gloves	as per need	
• Suture materials (silk and catgut)	as per need	
• Haemocytometer sets	2	
• Haemoglobinometer sets	2	
• Other accessories for blood, urine and fecal examination		
• Chemicals and reagents required for preparation of lotions, tinctures, ointments etc.		

## Annexure 1-B

### Equipments and related material for Animal and Poultry Farm:

• Shearing and Clipping equipment	1 set
• De-beaking machine	1
• Egg Candler/ Fertility tester	1
• Egg grading equipment	1
• Branding set	1
• Electric clippers	2
• Lactometer	4
• Ropes for different halters	as per need
• Bull holder	as per need
• Bull nose punch	as per need
• Trocar and canula	5 set
• Body brush	5
• Metal/plastic tags	as per need
• Tag punch	as per need
• Ear Notcher	5
• Trays	as per need
• Electric dehorner	as per need atleast one
• Saw	2
• Mouth gags	as per need
• Buckets	as per need
• Nose pipe	as per need
• Milk Strainer	as per need
• Drencher	5
• Clinical thermometer	10
• Floor brooder	as per need
• Battery brooder	as per need
• Brooder guard	as per need
• Grower battery	as per need
• Layer battery	as per need
• Chick feeder	as per need

- Grower feeder as per need
- Layer feeder as per need
- Hanging feeder as per need
- Range feeder as per need
- Chick drinker/waterer as per need
- Grower drinker/waterer as per need
- Adult drinker/waterer as per need
- Earthen waterer as per need
- Water channel as per need
- Wing band as per need
- Leg band as per need
- Raker 2
- Grinder 1
- Mixer 1
- Automatic Vaccinator syringe 2
- Bukhari as per need

Any other material required for proper and smooth functioning of the farm.

## Annexure 1-C

### Equipments, Labware and other material for laboratories:

- Charts depicting animal systems: Full charts showing animal's Digestive system, Reproductive system, Respiratory system, Circulatory system, Excretory system etc.

Item	Quantity
• Bone sets for each species	1each
• Students' Microscopes	6
• Skeleton of buffalo, fowl, dog, sheep/goat	1 each
• Glassware (slides, petri-dishes, measuring cylinders, centrifuge, tubes, flasks, beakers etc.)	as per need
• Electronic weighing balance	1
• Distillation set	1
• Vernier callipers	1
• Binocular Microscope	1
• pH meter	1
• Staining Jars	15
• Haemocytometer sets	5
• Haemoglobinometer sets	5
• Centrifuge (table top type)	1
• Microhematocrit tubes	as per need
• Wintrob's sets	2
• Sphygmomanometers (Mercury/dial type)	2 each
• Thermos flasks	2
• Specimen jars containing different organs of different species.	20

The list is only suggestive. Any other equipment/material required for practical training to students as per course curriculum is a must.

## **Annexure 1-D**

### **Chemicals and reagents for labs:**

1. Savlon
2. Fehling's reagent
3. Betadine/ Iodine
4. Benzidine powder
5. Resorcinol powder/flakes
6. Conc. HCl
7. Conc. H<sub>2</sub>SO<sub>4</sub>
8. Ferric chloride solution
9. Paraphenylene – diamine solution
10. Diluted HCl
11. Rosalic acid solution
12. Sodium hypo chloride solution
13. Sodium hydroxide
14. Phenol solution Trichloroacetic acid solution (TCA) – 24 % (w/v)
15. Sodium acetate
16. Glacial Acetic acid
17. Sodium carbonate (AR)
18. Sodium bicarbonate
19. Disodium p-nitro phenyl phosphate
20. Methylene blue tablet
21. Buffer solutions
22. Phenolphthalein indicator
23. Iso-amyl alcohol (specific gravity 0.814 – 0.816)
24. Standard sodium hydroxide solution
25. Salicylic acid
26. Phenyl
27. Lead acetate
28. Red Iodide of Mercury
29. Acriflavin
30. Giemsa stain
31. Leishman's stain

32. Acetone
33. Boric Acid
34. Iodine
35. Potassium Iodide
36. Zinc oxide
37. Zinc sulphate
38. Bismuth subnitras
39. Iodoform, Sulphur powder
40. Liquid Paraffin
41. Magnesium sulphate
42. Copper sulphate
43.  $\text{KMnO}_4$
44. Filter paper Whatman No. – 42
45. Sodium Tri. Poly Phosphate
46. Sodium Nitrate
47. Sodium Nitrite
48. pH paper strips
49. Alcohol etc.

Any other chemical required for the laboratory work

## ANNEXURE - 2

Declaration of faculty/staff at \_\_\_\_\_ (Diploma Institution/college name) with documentary evidence.

(to be filled up by the individual faculty/ staff, minimum 30 days before the first counselling)

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For the academic session: \_\_\_\_\_

1. Name of staff in BLOCK letters
2. Father's Name
3. Mother's Name
4. Date of Birth:
5. Age as on (The first day of the year of appointment in the college):
6. Details of valid Identity document of the incumbent:
7. Details of PAN Card Number:
8. Mode of receiving Salary:
9. Previous Designation of the incumbent:
10. Present Designation at VLDD institute/college of the incumbent:
11. Employment details (where applicable):
  - (i) Nature of appointment: kindly inform whether Regular or Contractual:
  - (ii) Date of joining at the present institution:
  - (iii) Residential Address of incumbent:
  - (iv) Permanent Address:
  - (v) Telephone numbers Office – Residence – Mobile No. –
  - (vi) E-mail ID:
  - (vii) Current Pay drawn of the present appointment:
  - (viii) Details Academic qualifications: Enlist in tabular form in following format



Qualification	Name of College	Name of University	Year of passing	Marks obtained (in %) or OGPA	Subjects studied
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(ix) Name of the State Veterinary Council  
 where registered: Registration No. with  
 date and validity -----

(x) Details of teaching experience (in chronological orders starting from past to present):

Designation	Name of institutions	Department	From	To	Total Experience in years & months
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Signature of Staff

Counter signature of the Principal

## **AFFIDAVIT/DECLARATION BY THE FACULTY/ STAFF**

(To be submitted non-judicial stamp paper duly attested by a  
Notary public)

1. I \_\_\_\_\_ working as \_\_\_\_\_ at \_\_\_\_\_  
College and do hereby affirm that I am a full time teacher  
working from \_\_\_ A.M. to \_\_\_\_\_ P.M. daily at this  
institution. I am not into practice anywhere neither am I  
employed anywhere else.
2. I am engaged to work in \_\_\_\_\_ (name of the  
Institute/ College) for the academic session \_\_\_ and I have  
not made myself available to any other college or institution  
as a faculty for the said academic year.
3. Complete details with regard to work experience have been  
provided and nothing has been concealed by me.
4. It is declared that each statement and contents of this  
declaration and the documents and certificates submitted  
along with this declaration by the undersigned are  
absolutely true, correct and authentic. In the event of any  
statement made in this declaration subsequently turning  
out to be incorrect or false, the same shall amount to gross  
misconduct thereby rendering the undersigned liable for  
necessary action under the law.

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SIGNATURE WITH FULL NAME

Date:

Place:

Endorsed by:

1. Signed by the Principal or Dean of the College with Stamp and  
date indicating Full Name
2. Countersigned by the Chairman of the governing body with  
Full Name & Designation.

## **ANNEXURE - 3**

### **APPLICATION FORM FOR GRANT OF AFFILIATION FOR VETERINARY LIVESTOCK DEVELOPMENT DIPLOMA COURSE**

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1.(a) Name of the Institution seeking affiliation.

(b) Full postal address where the institute is or is to be located with pin code; Telephone /fax No; e- mail; website etc.

2. Name of the course (s) and academic year for which affiliation is being sought.

3. Particulars of NOC from Haryana Govt. (attach proof).

4 (a) Name and full address of society/trust with proof of registration and a copy of constitution (attach details).

(b) Constitution and composition of the managing committee/governing body and its powers (attach details)

5. Resolution of Managing committee/ governing body for opening of an institution for offering Diploma course (attach copy).

6. Details of the other educational /training Institutions being run by the Society/ Trust/Organization.

7. Details of land including total area, in one piece, ownership, exclusive for the institution or being shared. Is it as per Norms, Procedure and Guidelines for affiliation of institutions offering/desirous of starting VLDD course etc. (attach additional sheets with documents/ proof). Whether permission of competent authority obtained for 'Land Use' as for establishing educational institution.

8. (a) Building details including covered area, building plan, quality of construction, fire safety, power, water/ sewage connection, pollution or any other requirements as per the existing rules and regulations in this regard with proof of approval/ certificate from the appropriate authorities to be attached.

(b) Is infrastructure as per Norms, Procedure and Guidelines for affiliation of institutions offering/desirous of starting VLDD course ( As per Annexure I)

9. Financial/ funding details with respect to funds available, sources of income, future resources, projected expenditure and income, fixed and liquid assets, statements of accounts PAN/ TAN No, income tax returns for last three years and other relevant proofs to be attached. Bank guarantee Rs. Fifty lakhs shall have to be submitted to the Director, Institute of Para Veterinary Sciences, LUVAS, Hisar on getting the affiliation. Page | 29

10. Details of college transport facilities.

11. Teaching, non-teaching, supporting staff recruited as per procedure and Guidelines affiliation of institutions offering/desirous of starting VLDD course.

12. Details (Year, make, date and cost) of equipments and related material for Veterinary Hospital already available/ as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per- Annexure I A)

13. Details of equipment and related material for Animal Farm available in the institution as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per Annexure I B)

14. Details of equipment, labware and other material for laboratories available in the institution as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per Annexure I-C)

15. Details of Biochemicals and reagent available in the institution as per Norms, Procedure & Guidelines for affiliation of institutions offering/desirous of starting VLDD Course (As per Annexure I D)

16. Any other relevant information.

Signature of Applicant  
(or Authorized Signatory)

Note:

1. The application incomplete in any respect will not be considered.

2. Affiliation fee of Rs. 2,50,000/- + Rs.50,000/- Inspection Fee in the form of D.D in favour of Director, Institute of Para Veterinary Sciences, LUVAS, Hisar payable at Hisar must accompany the application form.

3. The application not accompanied by the declaration as per format given on the following page and the undertaking as per annexure -1 (by the applicant or the authorized signatory) will be not the considered.

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4. Bank guarantee of Rs. Fifty lakhs shall have to be submitted to the Director, Institute of Para Veterinary Sciences, LUVAS, Hisar on getting the affiliation.

5. On grant of affiliation the institution shall have to pay the prescribed Administrative and Academic charges to Director, Institute of Para Veterinary Sciences, LUVAS, Hisar on yearly basis.

### **Declaration**

On behalf of the \_\_\_\_\_ (name of society/trust /agency), I \_\_\_\_\_  
Son/daughter of \_\_\_\_\_ Resident of \_\_\_\_\_  
do here declare that the particular in the application for grant of affiliation for Veterinary and Live-stock Development Diploma (VLDD) course to \_\_\_\_\_ (name of institution/college) are correct to the best of my knowledge and belief and that I am prepared to undergo any punishment imposed on me if any of the particulars furnished are found to be false or misleading. I also further declare that I shall abide by the conditions rules and regulative measures imposed by the college/University/ Govt. of Haryana/VCI, GOI from time for granting permission/ affiliation to establish and run this college/institution/VLDD course.

Station:  
Date:

Signature of the applicant  
(or Authorized Signatory)

## Annexure- 4

### Faculty and Non-Teaching staff details of VLDD Institute/College

\_\_\_\_\_ (Name of College)

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Sr. No.	Name	Permanent Address	Qualification with specialization	Designation	Date of Birth	Date of Joining	Mode of selection / appointment	Pay slip detail of the staff (attach proof)
1								
2								
3								
4								
5								

Dean/Principal of concerned College/institute  
(Signature with name, date and stamp)

\*Attach affidavit regarding disbursement of salary to the staff.



## **Annexure- 5**

### Annual Inspection Proforma